

# Jane Hone

1234 Somewhere Street  
Kelowna, BC V4V 8K9

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## HIGHLIGHTS OF QUALIFICATIONS

- Over two years of analytical accounting experience assisting with accounts payable, accounts receivable, financial analysis and reporting, and account reconciliations
- Excellent verbal and written communication skills having communicated negotiated vendor payment terms with management and collaborated with an Accounts Payable team of five
- Maintain a positive attitude with excellent customer service skills gained through working with numerous customers on a daily basis in a retail clothing environment
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook), Caseware, Quickbooks, Profile, and Sage
- Languages: fluent in English and French

## EDUCATION

**Business Administration Diploma, Accounting Specialty**  
Okanagan College, Kelowna, BC

2018 – Expected graduation: May 2020

- Cumulative GPA: 88%
- **matching them to the related supporting documentation**
- Ensured proper authorization and account coding in order to ensure proper management personnel
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